

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1,9422
A2P942: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D.C.

: NUMBER 227

May 22, 1950

PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

NOTICESADMINISTRATIVE
NOTICE NO. 168
5-10-50POSTAGE REQUIREMENTS ON MAIL OVER FOUR POUNDS:
This Administrative Notice calls attention to law
and regulations as set forth in PMA Instruction
444.1, paragraph II A 2 and the U. S. Department
of Agriculture Administrative Regulations, Title
IV, paragraphs 597 and 607, relative to payment of
postage on shipments exceeding four pounds.

DISTRIBUTION: A, B. (Distributed Separately)

NEW AND REVISED INSTRUCTIONS430.1
5-10-50
REVISEDOFFICIAL RECORDS - POLICY AND RESPONSIBILITIES -
WASHINGTON: This instruction has been revised to
correct references to organizational units consistent
with changes in organization in PMA, and to add
definitions of "official records" and "case files".
Remove PMA 430.1 dated 4-23-46 and insert the
revised instruction 430.1 dated 5-10-50.
DISTRIBUTION: A, B (Distributed Separately)430.2
5-10-50
REVISEDOFFICIAL RECORDS - POLICY AND RESPONSIBILITIES-
FIELD: This instruction has been revised to correct
references to organizational units consistent with
changes in organization and to add definitions of
"official records" and "case files". In addition,
the policies and regulations governing records
management have been added as paragraph III. Formerly
these were included only in Instruction 430.1 (Wash-
ington). Remove 430.2 dated 11-21-46 and insert the
revised instruction dated 5-10-50. DISTRIBUTION: A,B.
(Distributed Separately)434.1
5-10-50
REVISEDPUBLICATION OF CERTAIN PMA DOCUMENTS IN THE FEDERAL
REGISTER: This instruction has been revised to more
clearly define responsibilities and requirements in
connection with the preparation of material for
publication in the Federal Register. Organizational
references have also been changed in line with
present organization. Remove PMA 434.1 dated
1-27-47 and insert the revised instruction dated
5-10-50. DISTRIBUTION: A, B. (Distributed Separately)436.1
5-10-50
REVISEDDISPOSITION OF RECORDS - WASHINGTON: This instruction
contains the authorities, responsibilities and procedure
for the disposition of records in Washington. The
requirements for both Washington and field offices were

NEW AND REVISED INSTRUCTION (CONT'D)

- 436.1
(Cont'd) formerly combined in the instruction 436.1
"Disposition of Records - Departmental and Field
Offices". The major change in procedure is the
use of Form PMA-536 "Request for Disposition of
Inactive Records," instead of Form AD-547 "Request
for Disposition of Inactive Records" or Form AD-548
"Records Inventory, Appraisal and Disposition Work
Sheet." (Forms Manual Insertion for PMA 536 will be
issued at an early date). Remove instruction 436.1
dated 8-19-46 and insert the revised instruction
dated 5-10-50. DISTRIBUTION: A, B. (Distributed
Separately).
- 436.2
5-10-50 DISPOSITION OF RECORDS - FIELD: This instruction
contains the authorities, responsibilities and
procedure for the disposition of records in the
field. The requirements for field offices were
formerly combined in 436.1 "Disposition of Records-
Departmental and Field Offices", the revision of
which is described above. This instruction provides
for the use of Form PMA-536 "Request for Disposition
of Inactive Records" (Forms Manual insertion for
this form will be issued at an early date).
DISTRIBUTION: A, B (Distributed Separately).
- 441.1
3-29-49 CORRESPONDENCE IN WASHINGTON OFFICES: Departmental blue
seal thin letterhead paper is now available on requisition.
REVISED Page 7 This thin letterhead paper should be used for the
Change on carbon copies of Secretarial letters to be sent out
Pages 9 & 14 of the Department, especially the courtesy copies
sent with all Congressional and other letters.
Page 7 of PMA 441.1 has been revised to provide for
the use of this paper. Remove pages 7 and 8 dated
3-29-49 and insert the attached revised page 7
dated 5-10-50 and page 8 dated 3-29-49.
- On page 9, paragraph IV L 1, "Secretary's Correspondence"
cross out "Two White File Copies" and add "Blue Copy-
For Administrator's Reference File", and under L 2
"Administrator's Correspondence", add "Blue Copy - For
Administrator's Reference File."
- On page 14, paragraph V-O "Extra Copies", 5th line,
at end of sentence, after the word "tissue", add
"(blue seal thin letterhead on Secretarial letters)".
DISTRIBUTION: A-B Washington Only

OBSOLETE FORMS

A list of obsolete forms dated May 22, 1950, is being distributed with this Procedure Transmittal and Check Sheet, for addition to "Obsolete Forms Supplement 1" dated February 15, 1950.
DISTRIBUTION: A, B.

* * *

LIBRARY
CURRENT
★ JUL 27 1950
U. S. DEPARTMENT OF AGRICULTURE